

**Northern Illinois University
Finance and Facilities
Years of Service Awards**

YEARS OF SERVICE AWARDS CRITERIA

Award Purpose: To recognize employees for their years of service to the Division of Finance and Facilities. Employees who have completed their 1st, 5th, 10th, 15th, 20th, 25th, 30th or 35th year of service to the Division are eligible to be recognized.

Procedure: The department nominator (Director/Manager/Supervisor/Foreman) should complete the “Years of Service Awards” form.

Forward the completed application form by **March 1, 2007** to:

**Employee Services and Human Resource Development (ESHRD)
Division of Finance and Facilities
Attention: SEC Recognition Committee Chairperson
Holmes Student Center Room 208
Fax: (815) 753-3335**

The Service Enhancement Committee (SEC) Recognition committee will compile all winners for each year category. During the Spring Finance & Facilities Division event, all “Years of Service” recipients will be recognized with a certificate and photo which will be included in the Finance and Facilities newsletter.

**Northern Illinois University
Finance and Facilities**

YEARS OF SERVICE AWARDS RECOGNITION
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Applicants will be recognized once they have completed their 1st, 5th, 10th, 15th, 20th, 25th, 30th or 35th year of service to the Division of Finance and Facilities at Northern Illinois University.

Nominator Information (Director/Manager/Supervisor/Foreman):

Name _____
Title _____
Department _____
Campus Address/Phone _____

YEARS OF SERVICE CANDIDATES

Below please list the employee's name, title, the year they began their employment with Finance and Facilities and years of service to Finance & Facilities. Please add additional pages if necessary.

Name	Title	Year Hired	Award

Return To:

***Finance and Facilities
SEC Recognition Committee Chairperson
Holmes Student Center Room 208***

Deadline for Submission is March 1, 2007